

Ryan White Planning Body: Executive Workgroup
Serving Anson, Cabarrus, Gaston, Mecklenburg, Union, and York Counties

Meeting Minutes

Friday, July 7, 2018; 11:00am-12:00pm

Conference call: Dial 866-906-7447

Enter code 5705375

Meeting goals:

1. Review Executive Workgroup roles to accomplish Technical Assistance Plan
2. Assign roles & responsibilities for Orientation
3. Understand roles and needs in preparation of PSRA

Agenda item	Time
Discuss roles of Executive Team regarding completion of TA Plan, including Policies & Procedures, Assessment of Administrative Mechanism, and Annual Workplans	20 minutes
Updates from Bernard on Membership Workgroup: Open Nominations Process review & recent applications	10 minutes
Discuss Orientation plan	15 minutes
Plan for PSRA, Updates from Shannon (if any)	15 minutes

Attendance

Members: Bernard Davis, Chelsea Gulden, Christopher Jones, Shannon Frady

Others: Jennifer Pepper, Kayla Earley

Minutes

Roles of Executive Team to satisfy HRSA Mandates

Pepper and Earley updated the team on HRSA requirements for the Planning Body, referencing (1) Request for Administrative & Programmatic Documents and (2) TA Plan. Earley reported that the team currently has draft policies/procedures for (1) Open Nominations and (2) PSRA Process. Pepper to send a copy of Memphis' Planning Group's Standard Operating Procedures Manual as an example. Earley will work on drafting documents for Charlotte TGA Planning Body based on this example.

Pepper also explained the need for an Annual Workplan for each Workgroup, and will send an example to Executive Team per Gulden's request. Frady requested Earley's assistance with the Needs Assessment Workgroup Workplan, as this Workgroup is meeting on 7/18/18; Earley to draft a plan and share with Frady. Frady and Earley will discuss the plan via phone prior to the Workgroup meeting date.

Pepper noted that the team is ahead of schedule for the TA Plan and asked what additional assistance we require. Earley asked for clarification on Assessment of the Administrative

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Mechanism, noting that the Planning Body has not previously participated in this process. Earley also reported that the Planning Body has never given directives to Recipient and is not sure how to proceed with this task this fiscal year, since no directives were given last year. Pepper reported that the Recipient should still report on expenditures by service category, including number of unduplicated utilizing each service and the cost per client. The Planning Body will draft directives for the Recipient this fiscal year.

Membership Workgroup Report Out

Davis reported that he contacted Membership Workgroup members asking them to review applications independently and schedule a meeting to make membership decisions. Davis reports that only one member has responded. Pepper encouraged Davis to utilize phone, if necessary, to connect with members. Earley texted the two members who have not responded and asked them to follow up with Davis as soon as possible.

Pepper also informed the Executive Team that they may assume responsibility of recommending members based on Davis' recommendations if the Membership Workgroup does not respond. Davis will follow up with the Workgroup again; if Davis does not receive a response by 7/11/18, he will make recommendations to the Executive Workgroup, which will then recommend appointment to the CEO's designee. Earley raised the concern of sharing HIV status with members outside of the Membership Workgroup. Pepper suggested adding a declaration to the Membership Application informing applicants that this information may be shared with members of the Executive Team and possibly with the Planning Body if this information is needed to make informed decisions. Pepper also recommended adding the Confidentiality Statement to each agenda so that members have a constant reminder of their agreement and responsibility to protect confidential information.

The team discussed a timeline for appointing new members. Gulden noted the importance of notifying and appointing new members in time for them to attend Orientation and participate in the PSRA. Earley suggested having the Planning Body members vote for new members during Orientation, if possible, as almost all the current Planning Body members will attend Orientation on 7/25/18. The Planning Body does not have another meeting until the PSRA. Pepper suggested considering electronic voting (by email and/or text) to appoint members sooner. Earley to review North Carolina's Sunshine Laws to confirm that electronic voting is acceptable.

Orientation Plan

Earley reviewed the Orientation Manual with the team, proposing that the Orientation Agenda follow the Orientation Manual. Earley asked the Co-Chairs to present the bulk of the Membership Responsibilities section. Gulden agreed that she is comfortable presenting this information and will work with Jones to assign roles. Gulden reported that she may not be able to attend the 8/2/18 Orientation Session. Davis and Frady also reported that they may only be able to attend one session. Earley asked that each Executive Team member email/text her the dates they will attend and what information they feel comfortable presenting. Earley will work with the Executive Team to assign roles after receiving this information.

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PSRA Plan

Pepper reported that she is waiting for approval to visit Charlotte TGA during our PSRA process. If Pepper is approved for this travel, she will work with Executive Team to create an agenda for additional in-person technical assistance with Executive Team. Gulden offered to help Pepper lead the PSRA meeting, as she has participated in the PSRA process for the last four years. Gulden recommended that Frady and Earley work together to present data needed before the PSRA process begins. Earley reported that Mecklenburg County's Epidemiologist plans to present data on the epidemiologic profile of the TGA, including demographic information of people living with HIV. Gulden expressed concerns that the data presented should be understandable by all members, especially unaligned consumers who have less technical knowledge and experience with data. Executive Team to review all data presentations prior to presentation to adjust for understandability/readability. The Executive Team will discuss the PSRA plan in more detail closer to date.

To do	Who is responsible	By when
Draft workplan templates for each workgroup	Kayla Earley	7/20/18
Notify Kayla of which Orientation sessions the Executive members will attend and what information they feel comfortable presenting	All Exec Team members	7/13/18
Make recommendations for membership (based on 6 pending applications)	Bernard Davis / Membership Team	7/11/18